The Kevin J. Mossier Foundation

Request for Proposals 2000

The mission of the Kevin J. Mossier Foundation is to enhance the quality of life for GLBT people.

The trustees of the Foundation have determined that the focus of giving will be on programs that address the developmental, health and psycho-social needs of GLBT adolescents and young adults (individuals aged 25 or less). To accomplish this we are seeking requests from organizations that propose to:

- conduct research that results in a better understanding of the needs of the GLBT youth population;
- pursue efforts to get these needs recognized by public and private institutions and leading community influentials;
- develop and/or evaluate model programs designed to meet the needs of GLBT adolescents and young adults;
- implement other promising programs likely to be of significant benefit to the population of GLBT adolescents and young adults.

The Foundation does not currently fund local programs outside the state of Minnesota or HIV/AIDS related programs.

Grants will be given to U.S. based non-profit, tax exempt organizations. Grants will generally range in size from $15,000 to $100,000. The size of each grant will depend on the proposals submitted each year. We will not fund general operating expenses.

Letters of Intent:

- The Foundation utilizes one grant cycle per year. Please refer to the 2000 grant schedule printed on the following page.
- To apply for a grant, it is necessary to submit a letter of intent on a form obtained from the Foundation office. Letter of intent application forms and grant guidelines are available for 2000. This material is sent to prospective applicants upon request.
- In fairness to all applications, the Foundation will adhere strictly to established deadlines. Letters of intent that are postmarked after June 1, 2000 will not be considered. Hand delivered letters of intent must arrive at our office by 3:00 p.m. on June 1, 2000.
- Letters of intent are acknowledged within four weeks of receipt. Trustees and staff will review this initial material, and notify applicants of their decision by August 15, 2000.

Invitations to Submit Funding Proposals:

- The Foundation will notify those applicants from whom a full proposal is desired by August 15, 2000. Organizations not selected will also be informed.
- Full proposals as requested must be postmarked by October 2, 2000. Hand delivered proposals must arrive in our office by 3:00 p.m. on October 2, 2000. Final grant decisions will be made in November and applicants will be informed of the decision by November 20, 2000.

THE KEVIN J. MOSSIER FOUNDATION
46 East Fourth Street, Suite 830
St. Paul, MN 55101
(651) 222-2331

March, 2000

Enclosed is the Letter of Intent application form. This form is the only application form accepted by The Kevin J. Mossier Foundation. **The completed Letter of Intent application form must be received or postmarked by June 1, 2000. There will be no exceptions.**

When completing the application form, please note the following items. Do not change the Letter of Intent format. You may reproduce the organization/program summary pages on your own wordprocessing system, however, you must use a 1.25" left margin, use a minimum of 10 point type, and must not exceed five pages. Please include your current year's budget. Do not send any extra materials with the application.

All Letters of Intent will be acknowledged within four weeks of receipt. Applicants from whom the Trustees wish to receive full proposals will be notified by August 15, 2000. Full proposals will be due October 2, 2000 and grant award notices will be sent by November 20, 2000.

We encourage you to review the guidelines carefully to determine your program's fit with the interests and priorities of the Foundation. If you have any questions regarding the application or review process, please contact Cathie Hartnett at the Foundation office.

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LETTER OF INTENT APPLICATION FORM

DATE _____

NAME OF ORGANIZATION _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP CODE** _____

CONTACT PERSON/TITLE _____

TELEPHONE _____ **FAX** _____

E-MAIL ADDRESS _____

PROGRAM/PROJECT NAME _____

PROJECT/PROGRAM IS ____ **NEW OR** ____ **ON-GOING**

TOTAL ANNUAL PROGRAM/PROJECT COST _____

AMOUNT REQUESTED _____

GRANT REQUEST PERIOD _____

DEADLINE - MUST BE POSTMARKED ON OR BEFORE JUNE 1, 2000

ORGANIZATION SUMMARY: Please provide the following information: a) when the organization was formed, and the history of the organization; b) organization's mission; c) current program focus; d) current year's budget; e) number of employees (if any). Please keep your response to ONE PAGE ONLY, and provide the above information only. Do not submit additional detail about the organization with the letter of intent application, e.g. annual reports, etc.

PROGRAM SUMMARY: Please explain: a) the need/problem to be addressed through the project for which funding is being sought, along with what is known about its scope/seriousness (please state the need as it relates to your program specifically, not the need in general); b) specific, intended outcomes of the project and how they are believed to impact the need/problem; c) what activities will be undertaken in the project; d) what Foundation funds will be used to support. Please keep your responses to a MAXIMUM OF FOUR PAGES.

Evaluation Criteria:

Letters of intent and proposals will be evaluated using the following criteria. Prospective grantees who rank highest on these criteria will be considered for funding.

- Programs that directly address a significant problem/need as it relates to your project (not in general); one that affects relatively large numbers of target population members in some significant way;
- clearly stated, measurable, program objectives; outcomes which relate to the problem or need being addressed;
- programs or projects which are soundly conceived of from the standpoint of activities or tasks to be performed and/or materials or products to be developed;
- evidence that the organization and individuals involved possess the capability to successfully implement the project and achieve the outcomes.

To request a copy of the Grant Guidelines, please contact:
Cathie Hartnett
The Kevin J. Mossier Foundation
46 East 4th Street
Suite 830
St. Paul, MN 55101

Telephone: 651-222-2331
e-mail: hartnett@ix.netcom.com

Letters of intent should be sent to :
Cathie Hartnett
The Kevin J. Mossier Foundation
46 East 4th Street
Suite 830
St. Paul, MN 55101

Office hours are 9:00 am - 5:00 p.m., Monday - Friday

2000 Grant Cycle

June 1	Letters of Intent Due
August 15	Call for full Proposals
October 2	Proposals Due
November 20	Grant Award Notification